

# 145 Repair Station Checklist User Guide

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The 145 repair station checklist provides Certificate Holding District Offices (CHDOs) with an effective means to document surveillance activities conducted on Part 145 certificate holders. It gives the aviation safety inspector (ASI) the ability to record his or her observations in a manner that will help the inspector make risk assessment determinations.

## Accessing the Repair Station Checklist Website


Access the applicable 145 Repair Station Checklist by entering the following URL:  
[http://www.faa.gov/about/office\\_org/headquarters\\_offices/avs/offices/afs/afs300/](http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afs/afs300/)

## Navigation Panel

### Aircraft Maintenance Division Branches

- [Program Management and Information Branch \(AFS-310\)](#)
- [Special Programs Branch \(AFS-320\)](#)
- [Air Carrier Maintenance Branch \(AFS-330\)](#)
- [Repair Station Branch \(AFS-340\)](#)
- [General Aviation Branch \(AFS-350\)](#)
- [Avionics Branch \(AFS-360\)](#)

### AFS-300 Job Aids

- [Major Repair and Alteration Data Approval \(PDF\)](#)
- [Part 145 Repair Station Checklists](#) 

### Address:
















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Open the navigation panel by selecting the "Part 145 Repair Station Checklists" option under AFS-300 Job Aids.

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	<a href="#">3601-5601</a>	0.3
	<a href="#">3604-5604</a>	1.1
	<a href="#">3605-5605</a>	0.2
	<a href="#">3606-5606</a>	0.2
	<a href="#">3607-5607</a>	1.1
	<a href="#">3608-5608</a>	0.2
	<a href="#">3610-5610</a>	1.1
	<a href="#">3618-5618</a>	1.2
	<a href="#">3654-5654</a>	0.2
	<a href="#">3656-5656</a>	1.1
	<a href="#">3657-5657</a>	1.1
	<a href="#">3658-5658</a>	1.1
	<a href="#">3659-5659</a>	1.1
	<a href="#">3660-5660</a>	1.1
	<a href="#">3661-5661</a>	1.1
	<a href="#">3663-5663</a>	1.2
	<a href="#">3669-5669</a>	1.1
	<a href="#">EASA Sampling</a>	1.0

The PTRS activity codes correspond to those listed in the repair station assessment tool (RSAT). The checklists have been developed specific to the surveillance activity listed in applicable sections of FAA Order 8900.1, and must be completed and retained in the repair station office file for each activity completed. Select the applicable activity code for the surveillance being conducted and click on that code to open the applicable checklist.

### Checklist Screen Area (Checklist Header)

The “**checklist header**” contains four fields requiring completion: the repair station name, date of inspection, repair station certificate number, and ASI performing the inspection. Entering this information on the first page will auto fill the remaining pages. In addition, links to important information have been provided, including (1) the applicable section of the FAA Order 8900.1 containing guidance on conducting the activity, (2) advisory material, and (3) links to the applicable FAR.

Revision 0 12/2013	Part 145 Repair Station Check List	Page 1 of 4
<b>Repair Station Name:</b> _____		<b>Date of Inspection:</b> _____
<b>Certificate Number:</b> _____	<b>Inspector's Name</b> _____	
<b>RSAT PARTS AND MATERIALS - 3601/5601</b>		
<a href="#">FSIMS Reference: FAA Order 8900.1 Volume 6, Chapter 9, Section 12</a>		
<b>Additional References:</b> <a href="#">14 CFR Part 145</a>		
<a href="#">14 CFR Part 43</a>		

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### Checklist Screen Area (Checklist Question and Response)


The “**question and response**” section provides the ASI with general questions based on a regulatory requirement. It gives the ASI a keyword code to complete the PTRS entry associated with the question. The ASI can also copy text into the comments section of the PTRS record entry. The comments section can retain unlimited text entries, and will scroll as text is entered.

**NOTE:** It is not necessary or recommended to copy the question text into PTRS. Any entered comments should be comprehensive enough to address the question completely. As comments are added into PTRS, be sure to reference the checklist question number that comment pertains to.

PTRS KEYWD E-508	1. Are environmental requirements established by the original equipment manufacturer for the storage of parts and materials being complied with? (temperature, humidity, static, ultraviolet light exposure, etc.)	
	Comments:	14 CFR: 145.103(a) (2)(v)
PTRS KEYWD E-508	2. Are receiving/incoming inspection personnel familiar with these requirements?	
	Comments:	14 CFR: 145.151(c) 145.211(c)
PTRS KEYWD E-508	3. Are parts room articles and those items in-process properly identified? (part/ serial/ lot numbers, serviceability status, etc.)	
	Comments:	14 CFR: 145.219

If the entered text exceeds the visible text field, scroll arrows will appear on the right side of field. Place the cursor over the up or down arrow, and the user can then scroll through the entered text.

**NOTE:** The text entered into the “Comments” field should contain enough comprehensive information to support transfer into the PTRS comments section.

PTRS KEYWD E-508	1. Are environmental requirements established by the original equipment manufacturer for the storage of parts and materials being complied with? (temperature, humidity, static, ultraviolet light exposure, etc.)	
	Comments: Example: There were areas of the subject repair station that were not climate controlled that contained temperature sensitive materials. The repair station was notified and was in the process of correcting the discrepancy.	14 CFR: 145.103(a) (2)(v) 

To view the entire comment, click the cursor outside the text field. This will open the entire field to view all entered text for that question.

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PTRS KEYWD E-508	1. Are environmental requirements established by the original equipment manufacturer for the storage of parts and materials being complied with? (temperature, humidity, static, ultraviolet light exposure, etc.)	<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center; justify-content: center;">▼</div>
	Comments: EXAMPLE: There were areas of the subject repair station that were not temperature controlled that contained temperature sensitive materials. The repair station was notified and was in the process of correcting the discrepancy.	14 CFR: 145.103(a) (2)(v)

The regulatory basis for the question is listed in the right hand column and can be accessed via the “Checklist Header,” as illustrated above. The ASI can obtain additional information concerning the regulatory basis by clicking on the applicable regulatory link.

PTRS KEYWD E-508	1. Are environmental requirements established by the original equipment manufacturer for the storage of parts and materials being complied with? (temperature, humidity, static, ultraviolet light exposure, etc.)	<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center; justify-content: center;">▼</div>
	Comments: Example: There were areas of the subject repair station that were not climate controlled that contained temperature sensitive materials. The repair station was notified and was in the process of correcting the discrepancy.	14 CFR: 145.103(a) (2)(v)

All questions will require an assessment of compliance. The ASI can use a drop down field to assist in this task. Click on the drop down box to open this field. Move the cursor over the appropriate response and click to enter that response into the field.

PTRS KEYWD E-508	1. Are environmental requirements established by the original equipment manufacturer for the storage of parts and materials being complied with? (temperature, humidity, static, ultraviolet light exposure, etc.)	<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center; justify-content: center;">▼ </div>
	Comments: Example: There were areas of the subject repair station that were not climate controlled that contained temperature sensitive materials. The repair station was notified and was in the process of correcting the discrepancy.	14 CFR: 145.103(a) (2)(v)

PTRS KEYWD E-508	1. Are environmental requirements established by the original equipment manufacturer for the storage of parts and materials being complied with? (temperature, humidity, static, ultraviolet light exposure, etc.)	<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center; justify-content: center;">▼</div>
	Comments: Example: There were areas of the subject repair station that were not climate controlled that contained temperature sensitive materials. The repair station was notified and was in the process of correcting the discrepancy.	Yes No N/A Not Observable

PTRS KEYWD E-508	1. Are environmental requirements established by the original equipment manufacturer for the storage of parts and materials being complied with? (temperature, humidity, static, ultraviolet light exposure, etc.)	<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center; justify-content: center;">No ▼ </div>
	Comments: Example: There were areas of the subject repair station that were not climate controlled that contained temperature sensitive materials. The repair station was notified and was in the process of correcting the discrepancy.	14 CFR: 145.103(a) (2)(v)

**NOTE:** The ASI should explain a negative response in the “Comments” field. This will assist the ASI by providing a record of any findings or observations which can be used for completing subsequent PTRS record entries. The following guidance is provided to assist in completing this field:

**“Not Applicable”** - If the ASI finds a question that does not apply to that repair station, the checklist question offers an “N/A” response option. Choose this option only if questions are not applicable due to the type of operations authorized for the particular repair station. The ASI must explain those questions answered with “N/A” in the “Comments” box.

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**“Not Observable”** - Use “Not Observable” when the ASI can’t observe the situation described by a particular question in any of the activities conducted. This should not routinely be used instead of completing all assigned questions. An explanation is required in the “Comments” box for those questions answered with “Not Observable”. Generally, these questions will require a follow up inspection of that question, prior to closing that PTRS activity.


**“Yes”** - The majority of the checklist questions have been formulated so that a “Yes” response is a favorable response. The ASI should consider those questions where a yes response actually describes a negative outcome (not common).

**“No”** - The majority of the checklist questions have been formulated so that a “No” response indicates an unfavorable response. For each “No” response resulting in a negative outcome, the ASI must explain the observations causing the negative response.

### Checklist Screen Area (Overall Assessment)

At the end of each checklist, an “Overall Assessment” field has been provided. This field will assist the ASI by providing a tally of the various response options for the entire checklist.











**NOTE:** The final number in the “Not Observed” field should be “0” when completing the checklist. Those checklists that still contain a “Not Observed” assessment will generally require additional surveillance activities prior to completion.

<b>RSAT PARTS AND MATERIALS - 3601/5601</b>		<a href="#">FSIMS Reference: FAA Order 8900.1 Volume 6, Chapter 9, Section 12</a>		
Additional References:		<a href="#">14 CFR Part 145</a>	<a href="#">14 CFR Part 43</a>	
<b>Overall Assessment</b>				
<b>Number of Questions Not Answered</b>	<b>Number of Yes Answers</b>	<b>Number of No Answers</b>	<b>Number of N/A Answers</b>	<b>Number of Not Observed</b>
<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
				
Select the Subsystem Assessment value from the drop-down list (below left). Verify word picture (below right)				
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px; position: relative;"> <div style="position: absolute; top: 5px; right: 5px;">▼</div> </div> <div style="flex-grow: 1;"></div> </div>				

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### Checklist Screen Area (Subsystem Assessment Value)

The final step in completion of the checklist is the selection of an appropriate Subsystem Assessment value. This field is located directly below the “Overall Assessment” field and is used to assess the entire activities surveillance result. This field also contains a drop down function and allows the ASI to view the available assessment values. These values are consistent with the required PTRS assessment values necessary prior to closure of Repair Station Assessment Tool (RSAT)-generated activity codes. Consideration should be given to the values tallied in the “Overall Assessment” field as well as ASI knowledge of the certificate when completing this field. This value should also be consistent with that entered in the corresponding PTRS record entry.

<b>RSAT PARTS AND MATERIALS - 3601/5601</b>		<a href="#">FSIMS Reference: FAA Order 8900.1 Volume 6, Chapter 9, Section 12</a>			
Additional References:		<a href="#">14 CFR Part 145</a>		<a href="#">14 CFR Part 43</a>	
<b>Overall Assessment</b>					
<b>Number of Questions Not Answered</b>	<b>Number of Yes Answers</b>	<b>Number of No Answers</b>	<b>Number of N/A Answers</b>	<b>Number of Not Observed</b>	
13	0	0	0	0	
Select the Subsystem Assessment value from the drop-down list (below left). Verify word picture (below right)					
<div><div>1 - </div><div>2 - </div><div>3 - </div><div>4 - </div><div>5 - </div><div>6 - </div><div>7 - </div><div>8 - </div><div>9 - </div></div> <div></div>					

The Subsystem Assessment definition can be expanded by placing the cursor over the numerical value. This will display the word value for the numerical value.

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Overall Assessment				
Number of Questions Not Answered	Number of Yes Answers	Number of No Answers	Number of N/A Answers	Number of Not Observed
13	0	0	0	0

Select the Subsystem Assessment value from the drop-down list (below left). Verify word picture (below right)

1 -  
2 -  
3 -  
4 -  
5 -  
6 -  
7 -  
8 -  
9 -

3 - The requirements of this subsystem are marginally met. Documentation and controls are deficient.

Clicking the cursor while over the desired numerical value will enter this value into the field and enter the word value into the adjoining field.

3 - TI

3 - The requirements of this subsystem are marginally met. Documentation and controls are deficient.

Once the checklist has been completed, the information contained in the comments section may be used to complete the ASI's PTRS entry. The checklists are required to be kept in the repair stations office file until the surveillance activity is superseded.